

HEO Case Study Team Discussion Toolkit

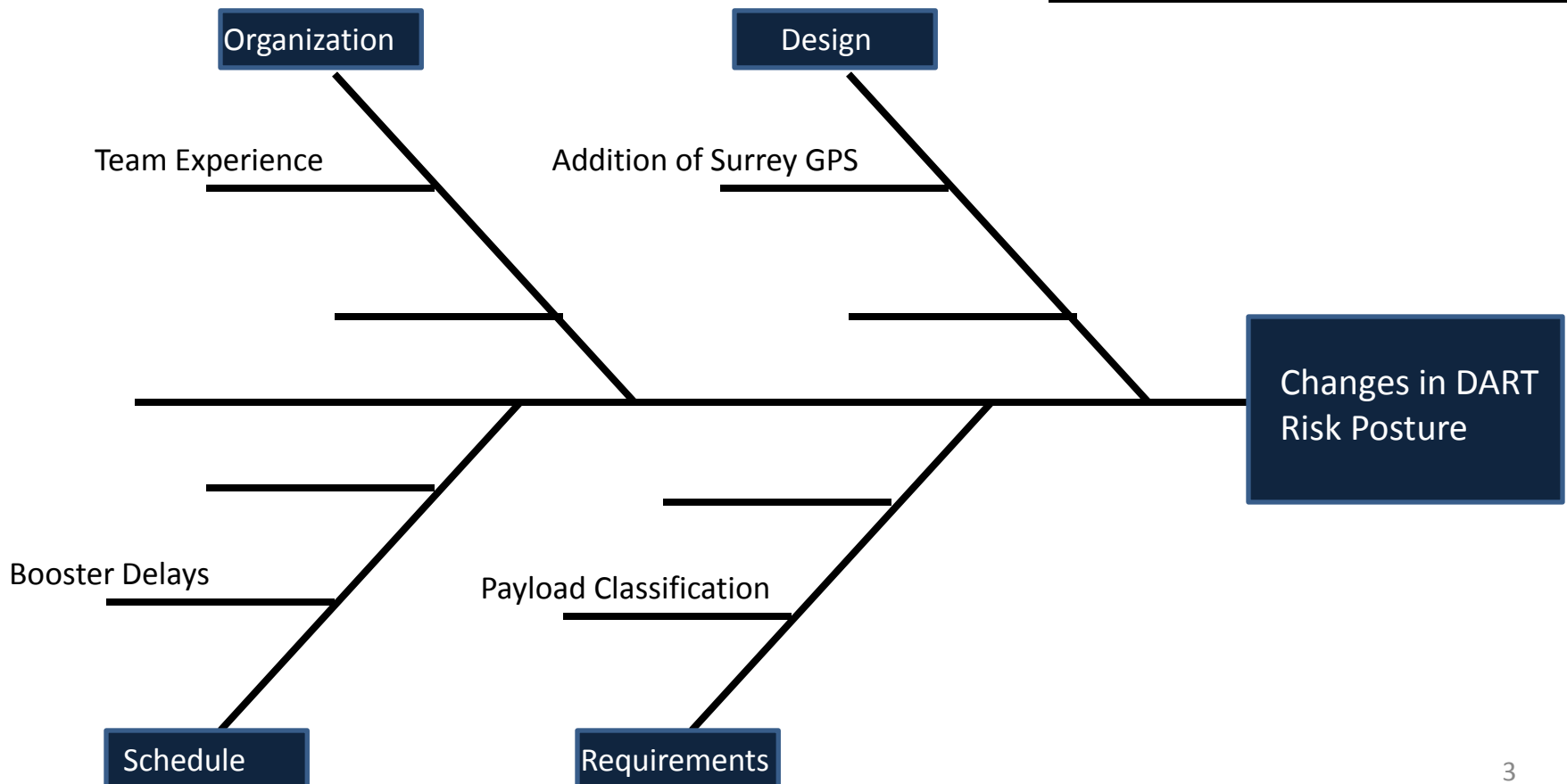
High Impact 3-Round Brainstorming Approach

- **Structured Brainstorming Round-1**
- **Unstructured Brainstorming Round-2**
- **Structured Brainstorming wrap-up round**



Capture Ideas on Fishbone Chart (also use to out-brief)

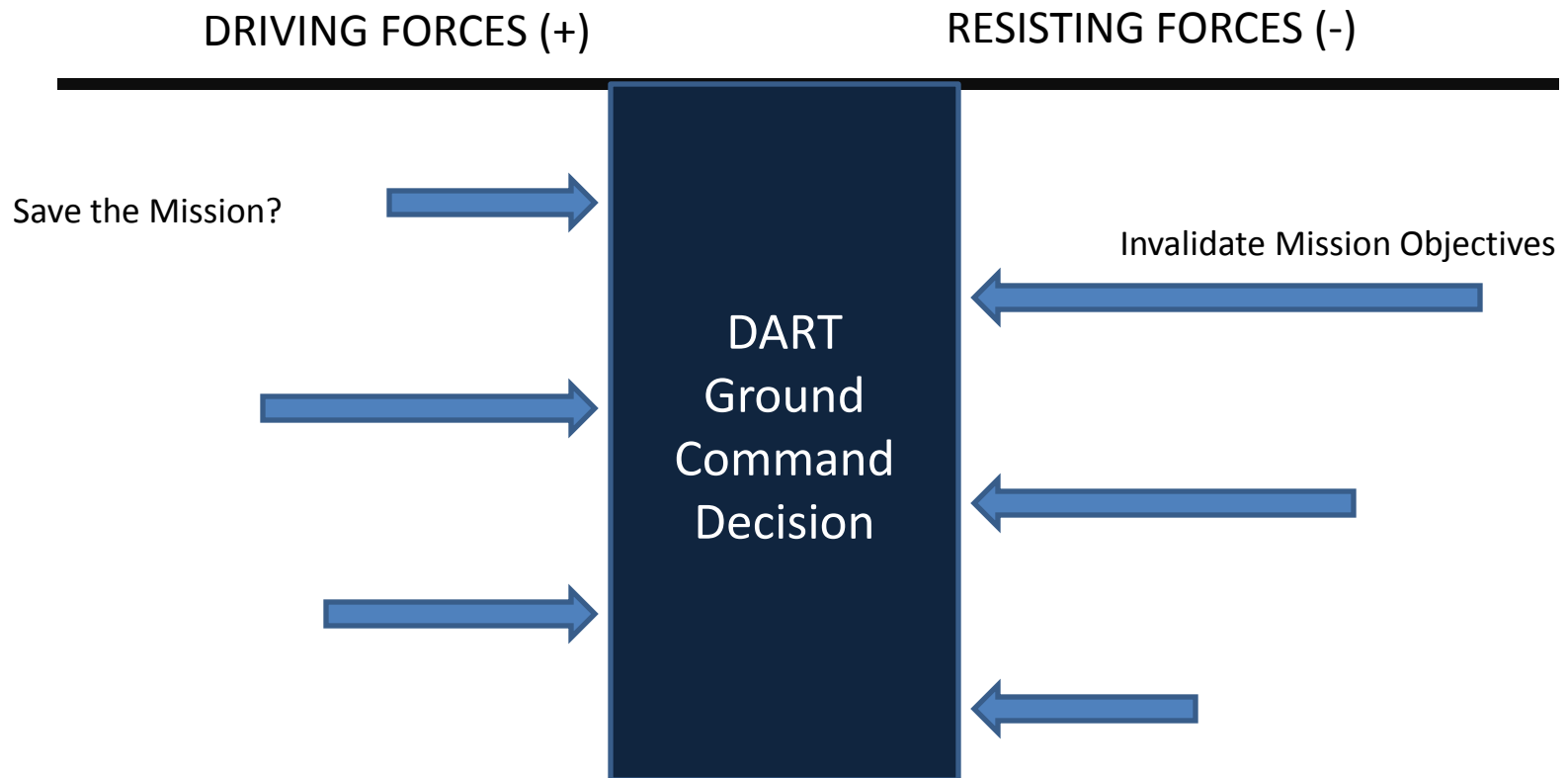
- Blank Fishbone (flip chart paper)
- Magic Markers



SWOT Template

		HELPFUL To Achieving the Objective	HARMFUL To Achieving the Objective
INTERNAL ORIGIN Attributes of the Organization		<div>S</div> <div>Additional Testing Decision</div> <div>Strength</div>	<div>W</div> <div>Team Experience</div> <div>Weakness</div>
	EXTERNAL ORIGIN Attributes of the Environment	<div>O</div> <div>Demonstrate Automated Rendezvous Technology</div> <div>Opportunity</div>	<div>T</div> <div>Design Changes</div> <div>Threat</div>

Force Field Analysis



A Force Field Analysis is a technique to illustrate the relationship and significance of factors that drive towards a particular goal versus those that drive against that goal. It is essentially a specialized method for weighing pros and cons.

In decision-making, Force Field Analysis can help:

- Analyze factors for and against a decision.
- Identify opportunities to strengthen driving forces.
- Develop systematic action plan for problem resolution or reducing opposing forces.
- Create criteria for evaluating effectiveness of improvement actions.

Decision Tree